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ABSTRACT

Responses to a questionnaire sent to all Kansas public school districts with enrollments of 500 and over revealed several characteristics of teacher aide utilization in the state. Such utilization is increasing, especially among larger districts where paid aides predominated over volunteers. In most districts all aides were paid, usually by the hour; the principal administered the teacher aide program; and teacher aides served primarily in instructional roles. Established personnel policies and practices for teacher aides tended to be lacking. This document presents data on recruitment, selection, and induction practices; training programs; probation, promotion, and discipline of teacher aides; record-keeping policies; wage and salary administration; and insurance, sick leave, and vacation benefits available. The data gathered in the study are presented in 55 tables, and the questionnaire used is included. (Author/PGD)

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AN ANALYSIS OF TEACHER AIDE ADMINISTRATIVE PRACTICES IN KANSAS PUBLIC SCHOOLS 1978-79

conducted by

Robert C. Creamer, Ed.D

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RATIONALE FOR THE INVESTIGATION

In recent years, problems of teacher utilization have attracted increasing attention. As a result there has been a revival in the re-examination of the use of teacher aides in the public schools. The goal has been to distribute the many tasks of the classroom operation so that the teacher could spend more time in professional activities while an assistant would be responsible for the routine, nonprofessional jobs.

While it appears that the position of the teacher aide is rapidly emerging and gaining widespread favor and prominence in the nation's schools, the position has also casued concern and raised questions on the part of educators as to the type of administrative practices and standards to be utilized with teacher aides. Many educators have suggested the need for research which would establish guidelines for the effective utilization of teacher aides in the public schools. The Thirty-third Yearbook of the American Association of School Administrators, Staff Relations in School Administration, states that the educational process is not only a teaching process made up of teachers but also includes many other persons within the organizational structure. The writers in the yearbook further point out that the need for planning is evident not only for teachers within the school organization but for all the supporting personnel as well.[1] According to Fisher, public education has done less than the other organizations to provide personnel administration

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[1] American Association of School Administrators, Staff Relations in School Administration (Washington, D.C.: National Education Association, 1955), pp. 10-11.

programs adequate to meet the needs and desires of all employees.[1] Fisher has accounted for the lag by stating that school administrators have been generally trained in education, therefore, lack exposure to modern management practices.[2] Roe has added that expediency rather than long range planning has often guided the personnel administration of nonteaching personnel within the school system and that their administrative needs have been more or less played by ear.[3] Moore and Walters have further noted that there is no other area of administration in which research is so badly needed.[4] Chandler and Petty have stated that since personnel administration has received more attention in industry and public service, the educational establishment now must pay more consideration to the use of general principals and practices utilized in other fields of administration.[5]

The Problem

The major problem of this investigation was: What are the present administrative practices in the utilization of teacher aides in the public schools in the state of Kansas? For the purpose of this study teacher aides are defined as all nonprofessionals who relieve regular classroom teachers of some nonteaching duties, whether they are paid or volunteer their time. This study was limited to the administrative practices of teacher-aide personnel in relation to (1) recruitment, selection, and induction, (2) training, (3)

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[1]Robert Fisher, "Program for Personnel Administration," School Business Administration, XXXIV (September, 1955), 77.

[2]Ibid.

[3]William H. Roe, School Business Management (New York: McGraw-Hill Book Co., 1961), p. 41.

[4]Harold E. Moore and Newell B. Walters, Personnel Administration in Education (New York: Harper and Brothers, 1955), p. 102.

[5]Bobby J. Chandler and Paul V. Petty, Personnel Management in School Administration (Yonkers-on-Hudson, N.Y.: World Book Co., 1955), p. 3.

probation, promotion, and discipline, (4) personnel records, (5) wage and salary administration, and (6) employee benefits and services. This investigation was further limited to those public school districts in Kansas grades 1-12, having more than 500 students enrolled.

The Procedures

To obtain the needed information for the study the investigator developed a questionnaire which was based on a review of the literature of the six major areas of the problem under investigation. The questionnaire was selected as the method of survey for the following reasons: (1) the possibility of obtaining responses from a large number of superintendents spread over a wide geographic area and (2) the possibility of gaining information without extensive travel and time in interviews on the part of the investigator.

The population of this study consisted of the public school districts in the state of Kansas having an enrollment of more than 500 students. A letter, accompanying the questionnaire, was sent to each of the chief school administrators of the school districts selected explaining the purpose of the study and requesting their participation.

The returned questionnaires were grouped according to the number of students enrolled in the school districts and the type(s) of teacher aides. Six enrollment stratums of the responding school districts were established based upon the number of pupils enrolled in the school districts. Responses reported by the school administrators were further classified according to the major areas of the problem under stduy in this investigation. The responses were then tabulated according to the frequency and percentage of the responses to the questionnaire.

TABLE 1

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS UTILIZING TEACHER AIDES, CLASSIFIED BY SIZE OF PUPIL ENROLLMENT

Number of Pupils Enrolled	Utilizing Teacher Teacher Aides		Not Utilizing Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1 500-1,000	63	81.8	14	18.2
Stratum 2 1,001-1,500	19	86.4	3	13.6
Stratum 3 1,501-3,000	12	75.0	4	25.0
Stratum 4 3,001-5,000	9	81.8	2	18.2
Stratum 5 5,001-10,000	6	100.0	0	0
Stratum 6 10,001-	3	100.0	0	0
All Systems	112	83.0	23	17.0

TALBE 2

NUMBER OF SCHOOL SYSTEMS NOT CURRENTLY USING TEACHER AIDES THAT INDICATED THAT THEY PLANNED TO USE TEACHER AIDES DURING THE 1979-80 SCHOOL YEAR

Stratum	Yes, Paid	Yes, Volunteer	Yes, Paid & Volunteer	No
Stratum 1	19	5	6	0
Stratum 2	7	1	1	3
Stratum 3	4	2	1	1
Stratum 4	2	1	2	0
Stratum 5	1	1	1	0
Stratum 6	2	1	0	0
All Systems	35	11	11	4

TABLE 3

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS AS TO THE SALARY STATUS OF TEACHER AIDES

Stratum	All Aides Are Paid		All Aides Are Volunteers		Some Aides Are Paid Some Volunteers	
	Number	Per Cent	Number	Per Cent	Number	Per Cent
Stratum 1	39	69.6	2	3.6	15	26.8
Stratum 2	7	43.8	0	0	9	56.2
Stratum 3	5	45.5	1	9.0	5	45.5
Stratum 4	3	42.9	0	0	4	57.1
Stratum 5	3	50.0	0	0	3	50.0
Stratum 6	1	50.0	0	0	1	50.0
All Systems	58	59.2	3	3.0	37	37.8

TABLE 4

NUMBER OF TEACHER AIDES BEING UTILIZED IN SCHOOL SYSTEMS

Stratum	Paid	Volunteer
Stratum 1	233	89
Stratum 2	217	92
Stratum 3	135	194
Stratum 4	131	329
Stratum 5	216.5	115
Stratum 6	1028	154
All Systems	1960.5	973

TABLE 5

NUMBER OF RESPONSES FROM SCHOOL SYSTEMS ON MINIMUM EDUCATIONAL REQUIREMENTS FOR TEACHER AIDES

Stratum	No Specific Requirements	High School Graduation	Less than 4 Years College	4 years College
	Number	Number	Number	Number
Stratum 1	27	27	8	2
Stratum 2	11	7	3	1
Stratum 3	10	1	0	0
Stratum 4	6	5	0	0
Stratum 5	2	6	0	0
Stratum 6	2	1	0	0
All Systems	58	47	11	3

TABLE 6

NUMBER AND PERCENTAGE OF RESPONSES FROM SCHOOL SYSTEMS RELATIVE TO THE TYPES OF TEACHER-AIDE PRE-ENTRY TRAINING USED

Stratum	Conference with Supervisors		Pre-Service Institutes		Other		None	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Paid Aides								
1	53	55.8	30	31.6	0	0	12	12.6
2	14	56.0	7	28.0	1	4.0	3	12.0
3	7	53.8	4	30.8	1	7.7	1	7.7
4	10	55.6	5	27.8	1	5.5	2	11.1
5	5	71.4	1	14.3	0	0	1	14.3
6	3	75.0	1	25.0	0	0	0	0
Volunteer Aides								
1	0	0	0	0	1	100.0	0	0
2	5	50.0	2	20.0	0	0	3	30.0
3	3	42.9	3	42.9	0	0	1	14.2
4	5	29.4	11	64.7	0	0	1	5.9
5	1	100.0	0	0	0	0	0	0
6	1	50.0	1	50.0	0	0	0	0

TABLE 7

NUMBER AND PERCENTAGE OF RESPONSES FROM SCHOOL SYSTEMS RELATIVE TO THE TYPES OF TEACHER AIDE IN-SERVICE TRAINING USED

Stratum	Conference with Supervisor		In-service Workshop		Other		None	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Paid Aides								
1	46	55.4	32	38.6	1	1.2	4	4.8
2	13	48.1	13	48.1	0	0	1	3.7
3	8	57.1	5	35.7	0	0	1	7.1
4	9	50.0	9	50.0	0	0	0	0
5	5	50.0	5	50.0	0	0	0	0
6	3	42.9	3	42.9	1	14.2	0	0
Total	84	52.8	67	42.1	2	1.3	6	3.8
Volunteer Aides								
1	13	92.9	0	0	0	0	1	7.1
2	7	63.6	3	27.3	0	0	1	9.1
3	4	50.0	3	37.5	0	0	1	12.5
4	3	60.0	1	20.0	0	0	1	20.0
5	1	50.0	1	50.0	0	0	0	0
6	1	50.0	1	50.0	0	0	0	0
Total	29	69.0	9	21.4	0	0	4	9.5

TABLE 8

NUMBER OF RESPONSES OF SCHOOL SYSTEMS REGARDING THE OFFICIALS RESPONSIBLE FOR ADMINISTERING THE TEACHER-AIDE PROGRAM

Paid Aides

Stratum	Superintendent Number	Principal Number	Curriculum Director Number	Other Number	None Number
1	30	55	2	7	1
2	4	19	4	2	0
3	3	14	3	3	0
4	3	9	7	3	0
5	1	5	2	2	0
6	0	2	1	2	0
Total	41	104	19	19	1

Volunteer Aides

Stratum	Superintendent Number	Principal Number	Curriculum Director Number	Other Number	None Number
1	3	14	0	2	0
2	1	9	0	0	0
3	0	6	1	0	0
4	0	7	2	0	0
5	0	1	1	1	0
6	0	1	0	0	0
Total	4	38	4	3	0

TABLE 9

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS WHICH HAD WRITTEN JOB DESCRIPTIONS FOR EACH TEACHER-AIDE POSITION

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	20	33.3	3	20.0
Stratum 2	7	35.0	0	0
Stratum 3	4	36.4	1	20.0
Stratum 4	6	54.5	1	16.6
Stratum 5	2	40.0	0	0
Stratum 6	3	100.0	1	100.00
All Systems	42	42	6	14.0

TABLE 10

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS WHICH GAVE WIDE PUBLICITY TO TEACHER AIDE JOB VACANCIES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	41	64.1	2	11.1
Stratum 2	10	50.0	3	33.3
Stratum 3	9	81.8	3	60.0
Stratum 4	4	36.4	0	0
Stratum 5	2	33.3	0	0
Stratum 6	1	33.3	0	0
All Systems	67	58.3	8	19.5

TABLE 11

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS THAT ACCEPTED APPLICATIONS FOR EMPLOYMENT OF TEACHER AIDES PRIOR TO THE EXISTENCE OF A VACANCY

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	50	82.0	4	28.6
Stratum 2	19	95.0	6	85.7
Stratum 3	11	100.0	3	60.0
Stratum 4	2	100.0	4	57.1
Stratum 5	6	100.0	1	50.0
Stratum 6	3	100.0	1	100.0
All Systems	91	100.0	19	51.4

TABLE 12

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS IN WHICH ALL APPLICATIONS FOR TEACHER AIDE EMPLOYMENT WERE MADE IN WRITING ON APPLICATION FORMS PROVIDED BY THE SCHOOL SYSTEM

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	45	76.3	1/15	6.3
Stratum 2	19	95.0	3/5	37.5
Stratum 3	10	90.9	2/3	40.0
Stratum 4	10	90.9	2/5	28.6
Stratum 5	6	100.0	0/2	0
Stratum 6	3	100.0	1/0	100.0
All Systems	93	84.5	9	23.1

TABLE 13

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS
WHICH UTILIZE A TESTING PROGRAM
OF SKILLS AND APTITUDES AS A BASIS OF
EMPLOYMENT OF TEACHER AIDE APPLICANTS

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	0	0	0	0
Stratum 2	1	5.0	0	0
Stratum 3	2	18.0	0	0
Stratum 4	0	0	0	0
Stratum 5	0	0	0	0
Stratum 6	1	33.3	0	0
All Systems	4	3.6	0	0

TABLE 14

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS WHICH REQUIRED A PHYSICAL EXAMINATION OF ALL NEW TEACHER AIDES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	45	75.0	5	31.3
Stratum 2	17	85.0	2	22.2
Stratum 3	7	63.6	1	20.0
Stratum 4	6	54.5	1	20.0
Stratum 5	5	83.3	0	0
Stratum 6	3	100.0	1	100.0
All Systems	83	75.0	10	25.6

TABLE 15

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS THAT PROVIDED THE REQUIRED PHYSICAL EXAMINATION OF TEACHER AIDES AT THE SCHOOL'S EXPENSE

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	9	16.6	1	7.7
Stratum 2	2	11.8	2	33.3
Stratum 3	9	90.0	2	50.0
Stratum 4	9	81.8	0	0
Stratum 5	6	100.0	0	0
Stratum 6	3	100.0	0	0
All Systems	38	37.6	5	22.7

TABLE 16

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS WHICH MADE CHECKS OF PAST EMPLOYMENT RECORDS OF APPLICANTS FOR TEACHER AIDE POSITIONS BY CONTACTING PAST EMPLOYERS

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	56	90.3	3	18.8
Stratum 2	17	89.5	2	25.0
Stratum 3	9	90.0	2	50.0
Stratum 4	9	81.8	0	0
Stratum 5	6	100.0	0	0
Stratum 6	3	100.0	0	0
All Systems	100	90.0	7	18.9

TABLE 17

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS THAT HELD INTERVIEWS OF PROSPECTIVE TEACHER AIDE APPLICANTS BY THE SUPERINTENDENT OR ONE OF HIS EMPLOYMENT OFFICIALS

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	62/0	100.0	10	62.5
Stratum 2	19/0	100.0	4	44.4
Stratum 3	10/0	100.0	2	50.0
Stratum 4	11/0	100.0	2	0
Stratum 5	6/0	100.0	0	0
Stratum 6	3/0	100.0	1	100.0
All Systems	111	100.0	19	51.4

TABLE 18

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS IN WHICH THE IMMEDIATE SUPERVISOR WAS CONSULTED OF THE OPINION OF AN APPLICANT PRIOR TO RECOMMENDATION FOR EMPLOYMENT

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	50	84.7	15	93.8
Stratum 2	19	95.0	8	88.9
Stratum 3	7	77.8	2	50.0
Stratum 4	9	81.8	4	66.6
Stratum 5	5	83.3	1	50.0
Stratum 6	3	100.0	0	0
All Systems	93	78.8	30	81.1

TABLE 19

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS THAT INFORMED ALL NEW TEACHER AIDES IN WRITING OF THE RULES AND POLICIES OF THE SCHOOL SYSTEM PRIOR TO BEGINNING ACTUAL WORK

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	42	70.0	12	75.0
Stratum 2	12	60.0	5	55.6
Stratum 3	7	70.0	2	50.0
Stratum 4	7	63.6	0	0
Stratum 5	3	50.0	1	50.0
Stratum 6	3	100.0	0	0
All Systems	74	66.7	20	54.1

TABLE 20

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS THAT REQUIRED NEW TEACHER AIDES TO SERVE A PROBATIONARY PERIOD

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	18	30.0	2	15.4
Stratum 2	9	47.4	1	12.5
Stratum 3	3	30.0	0	0
Stratum 4	4	36.4	0	0
Stratum 5	1	16.7	0	0
Stratum 6	3	100.0	0	0
All Systems	38	34.5	3	8.6

TABLE 21

NUMBER OF RESPONSES OF DISTRICTS OF NUMBER OF MONTHS OF TEACHER AIDE PROBATIONARY PERIOD

	Paid Aides Number of Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Stratum 1	5	3	1	1	1	3						
Stratum 2	3	5	7	1	1	1						
Stratum 3	2											
Stratum 4	1	2							1			
Stratum 5	0											
Stratum 6	0											
All Systems	11	10	8	2	2	4			1			
	Volunteer Aides Number of Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Stratum 1	1											
Stratum 2	1											
Stratum 3	1											
Stratum 4	0											
Stratum 5	0											
Stratum 6	0											
All Systems	3											

TABLE 22

NUMBER AND PERCENTAGE OF SCHOOL DISTRICTS HAVING A WRITTEN POLICY FOR ACQUAINTING NEW TEACHER AIDES WITH JOB DUTIES AND SCHOOL RULES AND REGULATIONS

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	21	33.8	5	31.3
Stratum 2	4	20.0	1	11.1
Stratum 3	4	40.0	1	33.3
Stratum 4	7	63.6	2	33.3
Stratum 5	0	0	0	0
Stratum 6	3	100.0	1	100.0
All Systems	39	34.8	10	27.0

TABLE 23

NUMBER AND PERCENTAGE OF SCHOOL DISTRICTS HAVING A WRITTEN POLICY PROVIDING FOR PRE-ENTRY TRAINING OF TEACHER AIDES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	0	0	0	0
Stratum 2	1	5.0	0	0
Stratum 3	0	0	0	0
Stratum 4	1	9.0	0	0
Stratum 5	0	0	0	0
Stratum 6	0	0	0	0
All Systems	2	1.8	0	0

TABLE 24

NUMBER AND PERCENTAGE OF SCHOOL DISTRICTS HAVING A WRITTEN PROMOTION POLICY FOR TEACHER-AIDES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	0	0	0	0
Stratum 2	2	9.5	0	0
Stratum 3	1	10.0	0	0
Stratum 4	3	27.2	0	0
Stratum 5	2	40.0	0	0
Stratum 6	1	33.3	0	0
All Systems	9	9.0	0	0

TABLE 25

NUMBER AND PERCENTAGE OF SCHOOL DISTRICTS HAVING A WRITTEN JOB PERFORMANCE RATING INSTRUMENT USED BY SUPERVISOR OF TEACHER AIDES TO RATE THEIR PERFORMANCE

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	12	20.7	2	12.5
Stratum 2	9	42.9	0	0
Stratum 3	5	50.0	1	33.3
Stratum 4	4	36.4	0	0
Stratum 5	2	40.0	0	0
Stratum 6	3	100.0	0	0
All Systems	35	33.3	3	9.0

TABLE 26

NUMBER AND PERCENTAGE OF SCHOOL DISTRICTS IN WHICH THE TEACHER AIDE'S IMMEDIATE SUPERVISOR IS RESPONSIBLE FOR RECOMMENDING THAT A TEACHER AIDE IS OR IS NOT SATISFACTORY AFTER A SPECIFIED PERIOD OF EMPLOYMENT

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	50	82.0	12	75.0
Stratum 2	20	100.0	7	87.5
Stratum 3	10	100.0	2	33.3
Stratum 4	10	100.0	3	75.0
Stratum 5	6	100.0	1	50.0
Stratum 6	3	100.0	1	100.0
All Systems	99	90.0	26	76.5

TABLE 27

NUMBER AND PERCENTAGE OF SCHOOL DISTRICTS THAT PROVIDE A PERIODICALLY SCHEDULED TIME FOR DISCUSSIONS BETWEEN THE TEACHER AIDE AND SUPERVISOR ON MATTERS OF WORK PERFORMANCE

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	50	82.0	12	75.0
Stratum 2	13	65.0	3	24.0
Stratum 3	5	50.0	1	33.3
Stratum 4	8	72.7	1	20.0
Stratum 5	3	50.0	1	50.0
Stratum 6	3	100.0	0	0
All Systems	82	73.9	18	51.4

TABLE 28

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS
HAVING A COMMITTEE OR BOARD THAT SCREENS
THE TEACHERS AND ADVISES THE SUPERINTENDENT
AS TO THE BEST QUALIFIED TO SUPERVISE TEACHER AIDES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	1	1.6	1	7.1
Stratum 2	0	0	0	0
Stratum 3	0	0	0	0
Stratum 4	2	9	0	0
Stratum 5	0	0	0	0
Stratum 6	0	0	0	0
All Systems	3	2.8	1	2.9

TABLE 29

NUMBER AND PERCENTAGE OF SCHOOL DISTRICTS PROVIDING A WRITTEN DESCRIPTION OF THE SUPERVISOR'S RESPONSIBILITIES TO THE TEACHER AIDE PROGRAM

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	9	64.3	2	14.3
Stratum 2	2	9.5	0	0
Stratum 3	4	40.0	0	0
Stratum 4	2	18.9	1	20.0
Stratum 5	0	0	0	0
Stratum 6	1	33.3	1	100.0
All Systems	18	27.7	4	11.1

TABLE 30

NUMBER AND PERCENTAGE OF SCHOOL DISTRICTS
WITH A WRITTEN POLICY PROVIDING FOR
IN-SERVICE TRAINING OF TEACHER AIDES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	3	4.9	1	6.3
Stratum 2	3	14.3	0	0
Stratum 3	1	10.0	0	0
Stratum 4	3	27.3	1	16.7
Stratum 5	0	0	0	0
Stratum 6	0	0	0	0
All Systems	10	9.8	2	5.6

TABLE 31

NUMBER AND PERCENTAGE OF SCHOOL DISTRICTS HAVING A COMMITTEE TO ASSIST IN PLANNING AND CONDUCTING IN-SERVICE TRAINING PROGRAMS

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	13	22.4	2	14.3
Stratum 2	5	23.8	2	22.2
Stratum 3	2	20.0	1	33.3
Stratum 4	3	27.3	1	16.6
Stratum 5	2	33.3	1	50.0
Stratum 6	2	66.6	0	0
All Systems	27	25.7	7	20.6

TABLE 32

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS WHICH HAD A WRITTEN SET OF STANDARD PENALTIES FOR ACTS OF MISCONDUCT OF TEACHER AIDES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	1	1.7	0	0
Stratum 2	1	4.8	0	0
Stratum 3	1	11.1	0	0
Stratum 4	4	36.4	0	0
Stratum 5	1	16.7	0	0
Stratum 6	2	66.7	1	100.0
All Systems	10	9.1	1	2.8

TABLE 33

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS WHICH PROVIDED WRITTEN DISCHARGE NOTICES FROM THE OFFICE OF THE SUPERINTENDENT

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	30	57.7	6	50.0
Stratum 2	15	71.4	5	62.5
Stratum 3	6	66.7	0	0
Stratum 4	9	81.8	0	0
Stratum 5	6	100.0	0	0
Stratum 6	1	33.3	0	0
All Systems	67	65.7	11	36.7

TABLE 34

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS WHICH HAD A WRITTEN POLICY PERMITTING DISCHARGED TEACHER AIDES TO APPEAL TO THE BOARD OF EDUCATION

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	12	21.1	3	27.3
Stratum 2	2	10.0	0	0
Stratum 3	3	30.0	0	0
Stratum 4	4	44.4	0	0
Stratum 5	3	50.0	0	0
Stratum 6	2	66.7	0	0
All Systems	26	12.5	3	10.9

TABLE 35

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS WHICH MAINTAINED COMPREHENSIVE TEACHER AIDE PERSONNEL RECORDS IN A CENTRAL LOCATION

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	42	70.0	3	20.0
Stratum 2	15	71.4	3	37.5
Stratum 3	8	80.0	0	0
Stratum 4	9	81.8	0	0
Stratum 5	5	54.5	0	0
Stratum 6	3	100.0	0	0
All Systems	82	73.9	6	17.6

TABLE 36

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS WHICH MAINTAINED PERMANENT EMPLOYMENT RECORDS FOR PRESENT AND PAST TEACHER AIDES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	46	76.7	4	26.7
Stratum 2	17	81.0	3	37.5
Stratum 3	9	90.0	0	0
Stratum 4	9	81.8	1	20.0
Stratum 5	6	100.0	0	0
Stratum 6	3	100.0	0	0
All Systems	90	81.1	8	23.5

TABLE 37

NUMBER AND PERCENTAGE OF SCHOOL DISTRICTS IN WHICH ALL WRITTEN PERSONNEL PRACTICES FOR TEACHER AIDES ARE ESTABLISHED BY THE BOARD OF EDUCATION

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	21	33.9	3	21.4
Stratum 2	10	45.5	2	25.0
Stratum 3	5	50.0	0	0
Stratum 4	4	36.4	0	0
Stratum 5	3	50.0	0	0
Stratum 6	2	66.7	0	0
All Systems	45	38.5	5	15.6

TABLE 38

NUMBER OF SCHOOL SYSTEMS REPORTING THE VARIOUS METHODS OF RATE OF PAY FOR TEACHER AIDES

STRATUM	MONTHLY OR WEEKLY	DAILY	HOURLY
Stratum 1	0	0	54
Stratum 2	0	0	17
Stratum 3	1	0	9
Stratum 4	1	0	9
Stratum 5	0	0	7
Stratum 6	0	0	2
ALL SYSTEMS	2	0	98

TABLE 39

MEAN AND MEDIAN SALARIES OF DISTRICTS REPORTING A MINIMUM AND MAXIMUM RATE OF PAY IN DISTRICTS USING ONLY PAID AIDES

Stratum	Mean & Median	Hourly Rate of Pay		Daily Rate of Pay		Monthly Rate of Pay	
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Stratum 1	Mean	$2.85	$3.38	. .	. .	. .	. .
	Median	$2.80	$3.30	. .	. .	. .	. .
Stratum 2	Mean	$2.75	$3.61	. .	. .	. .	. .
	Median	$2.65	$3.31	. .	. .	. .	. .
Stratum 3	Mean	$3.06	$3.53	. .	. .	$407.00	$457.00
	Median	$2.78	$3.25	. .	. .	$407.00	$457.00
Stratum 4	Mean	$2.90	$3.73	. .	. .	$400.00	$480.00
	Median	$3.00	$3.90	. .	. .	$400.00	$480.00
Stratum 5	Mean	$2.82	$4.07	. .	. .	. .	. .
	Median	$2.90	$3.92	. .	. .	. .	. .
Stratum 6	Mean	$2.90	$4.40	. .	. .	. .	. .
	Median	$2.90	$4.40	. .	. .	. .	. .

TABLE 40

NUMBER OF SCHOOL SYSTEMS UTILIZING VARIOUS SOURCES OF FUNDS TO FUND THE TEACHER AIDE PROGRAM

STRATUM	PUBLIC SCHOOL FUNDS	ELEMENTARY & SEC. EDUCATION ACT	FOUNDATION GRANTS	OTHER
Stratum 1	11	10	2	3
Stratum 2	7	6	0	2
Stratum 3	7	3	1	1
Stratum 4	6	3	0	5
Stratum 5	19	22	0	2
Stratum 6	2	1	0	2
TOTAL	52	45	3	15

TABLE 41

NUMBER OF RESPONSES OF SCHOOL SYSTEMS AS TO THE NUMBER OF TEACHER AIDES IN PRIMARY EMPLOYMENT ASSIGNMENT

STRATUM	INSTRUCTIONAL	CLERICAL	LIBRARY	STUDY HALL	LUNCH ROOM/ PLAYGROUND
Stratum 1	165	26	43	4	6
Stratum 2	54	14	16	2	
Stratum 3	63	6	17	1	12
Stratum 4	92	42	28	1	
Stratum 5	160	38	36		
Stratum 6	509	16	3		
TOTAL	801	142	143	8	18

TABLE 42

NUMBER AND PERCENTAGE OF RESPONSES OF SCHOOL SYSTEMS THAT WAGE SCHEDULES HAVE BEEN FORMULATED FOR EACH TEACHER AIDE POSITION

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	12	20.0	DNA	
Stratum 2	10	52.6		
Stratum 3	4	44.4		
Stratum 4	6	54.5		
Stratum 5	4	66.7		
Stratum 6	2	66.7		
All Systems	38	35.2		

TABLE 43

NUMBER AND PERCENTAGE OF SCHOOL DISTRICTS RESPONDING THAT THE SCHOOL SYSTEM HAS A WRITTEN POLICY OF DIFFERENTIAL PAY SCALES IN WHICH SALARIES VARY ACCORDING TO DUTIES AND RESPONSIBILITIES PERFORMED

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	6	9.8	DNA	
Stratum 2	6	35.3		
Stratum 3	1	12.5		
Stratum 4	5	45.5		
Stratum 5	0	0		
Stratum 6	2	66.7		
All Systems	20	18.9		

TABLE 44

NUMBER AND PERCENTAGE OF RESPONSES OF SCHOOL SYSTEMS THAT WAGE SCHEDULES ARE PUBLISHED AND AVAILABLE FOR ALL SCHOOL SYSTEM EMPLOYEES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	20	33.3	DNA	
Stratum 2	9	52.9		
Stratum 3	5	55.6		
Stratum 4	8	72.7		
Stratum 5	5	83.3		
Stratum 6	3	100.0		
All Systems	50	47.1		

TABLE 45

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS RESPONDING THAT PERIODIC SURVEYS ARE MADE OF THE PREVAILING WAGES PAID BY BUSINESS, INDUSTRY, AND OTHER PUBLIC SERVICES IN THE COMMUNITY FOR THE PURPOSE OF ADJUSTING WAGE RATES OF TEACHER AIDES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	33	55.9	DNA	
Stratum 2	12	66.7		
Stratum 3	3	33.3		
Stratum 4	7	63.6		
Stratum 5	4	66.7		
Stratum 6	2	66.7		
All Systems	61	57.5		

TABLE 46

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS RESPONDING
THAT SICK LEAVE WITH PAY
IS PROVIDED FOR TEACHER AIDES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	44	80.0	DNA	
Stratum 2	10	90.0		
Stratum 3	5	55.5		
Stratum 4	9	81.8		
Stratum 5	5	83.0		
Stratum 6	3	100.0		
All Systems	76	80.0		

TABLE 47

NUMBER OF SCHOOL SYSTEMS RESPONDING AS HOW MANY DAYS OF LEAVE ARE ALLOWED EACH YEAR AFTER ONE YEAR OF SERVICE

Stratum	Less Than 3 Days	3-6 Days	More Than 6 Days
Stratum 1	0	13	31
Stratum 2	0	2	8
Stratum 3	0	2	4
Stratum 4	0	1	8
Stratum 5	0	1	4
Stratum 6	0	0	3
All Systems	0	19	58

TABLE 48

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS RESPONDING THAT WHEN SICK LEAVE WITH PAY IS GRANTED LENGTH OF SERVICE IS A FACTOR IN DETERMINING THE NUMBER OF DAYS PER YEAR GRANTED TO TEACHER AIDES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	15	44.1	DNA	
Stratum 2	5	50.0		
Stratum 3	2	28.5		
Stratum 4	4	44.4		
Stratum 5	0	0		
Stratum 6	1	33.3		
All Systems	27	32.5		

TABLE 49

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS RESPONDING THAT UNUSED SICK LEAVE IS ALLOWED TO ACCUMULATE FROM ONE YEAR TO THE NEXT

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	38	77.6	DNA	
Stratum 2	10	100.0		
Stratum 3	5	71.4		
Stratum 4	8	88.9		
Stratum 5	4	80.0		
Stratum 6	3	100.0		
All Systems	68	93.2		

TABLE 50

NUMBER OF SCHOOL SYSTEMS RESPONDING THAT IF ALLOWED TO ACCUMULATE THE MAXIMUM ALLOWANCE FOR SICK LEAVE ACCUMULATION

Stratum	1-5 Days	6-10 Days	11-15 Days	Over 15 Days
Stratum 1	0	0	0	37
Stratum 2	0	1	2	7
Stratum 3	0	0	0	5
Stratum 4	0	0	0	7
Stratum 5	0	0	0	3
Stratum 6	0	0	0	3
All Systems	0	1	2	62

TABLE 51

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS RESPONDING THAT THERE IS A WRITTEN POLICY PROVIDING FOR TEACHER AIDE PARTICIPATION IN GROUP INSURANCE PLANS

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	18	42	DNA	
Stratum 2	6	8		
Stratum 3	1	8		
Stratum 4	3	3		
Stratum 5	2	3		
Stratum 6	3	0		
All Systems	23	64		

TABLE 52

NUMBER OF SCHOOL SYSTEMS RESPONDING AS TO THE TYPES OF GROUP INSURANCE THAT ARE MADE AVAILABLE BY THE SCHOOL SYSTEM FOR TEACHER AIDES

Stratum	None	Hospitilization	Major Medical	Accident
Stratum 1	14	33	27	11
Stratum 2	0	7	7	3
Stratum 3	1	4	2	1
Stratum 4	0	6	5	2
Stratum 5	0	3	3	1
Stratum 6	0	3	3	1
All Systems	15	56	47	19

TABLE 53

NUMBER OF SCHOOL SYSTEMS RESPONDING AS TO TYPES OF INSURANCE THE SCHOOL SYSTEM ASSUMES ALL THE COST OF THE POLICY FOR TEACHER AIDES

Stratum	Life	Hospitilization	Major Medical	Accident
Stratum 1	0	1	1	2
Stratum 2	0	1	1	1
Stratum 3	0	0	0	0
Stratum 4	0	0	0	0
Stratum 5	0	0	0	0
Stratum 6	1	2	2	1
All Systems	1	4	4	4

TABLE 54

NUMBER OF SCHOOL SYSTEMS RESPONDING AS TO THE TYPES OF INSURANCE THE SCHOOL SYSTEM ASSUMES PART OF THE COST OF THE POLICY FOR TEACHER AIDES

Stratum	Life	Hospitilization	Major Medical	Accident	Other
Stratum 1	3	14	9	2	0
Stratum 2	1	5	5	2	0
Stratum 3	0	4	2	1	1
Stratum 4	0	4	2	2	0
Stratum 5	0	1	1	1	0
Stratum 6	1	2	2	0	1
All Systems	4	30	21	8	2

TABLE 55

NUMBER AND PERCENTAGE OF SCHOOL SYSTEMS
RESPONDING THAT THE SCHOOL SYSTEM PROVIDES
OTHER FRINGE BENEFIT PROGRAMS FOR TEACHER AIDES

Stratum	Paid Teacher Aides		Volunteer Teacher Aides	
	Number	Per Cent	Number	Per Cent
Stratum 1	4	8.9	DNA	
Stratum 2	2	16.7		
Stratum 3	0	0		
Stratum 4	3	30.0		
Stratum 5	0	0		
Stratum 6	2	100.0		
All Systems	8	10.3		

CONCLUSIONS

The following conclustions can be drawn from the results of this study:

1. The practice of utilizing teacher aides in the public schools of Kansas appeals to be widespread and increasing. A total of 83.0 per cent of the responding school districts surveyed reported utilizing teacher aides. Additional districts indicated plans to begin teacher aide programs within the near future. Generally as the enrollment of the school districts increased so did the usage of paid teacher aides. The majority of the districts utilized only paid teacher aides with over twice as many paid teacher aides being utilized as compared with volunteer teacher aides.

2. The most commonly reported features of the teacher aide programs were: (1) only paid aides were utilized; (2) the principal was reported most frequently as the person responsible for administering the teacher aide program; (3) applications for employment of teacher aides were accepted prior to the existence of a vacancy; (4) all applications for teacher aide employment were made in writing on application forms provided by the school system; (5) physical examinations were required for new paid teacher aides; (6) checks of past employment records for teacher aide positions were made of paid teacher aides by contacting past employers; (7) interviews of prospective paid teacher aides were held by the superintendent or one of his employment officials; (8) the teacher aides immediate supervisor was consulted of their opinion of an applicant prior to recommendation for employment; (9) the teacher aides immediate supervisor was responsible for recommending that

a teacher aide was or was not satisfactory after a specified period of employment; (10) permanent records were maintained for present and past paid teacher aides; (11) the hourly rate of pay was utilized most frequently with teacher aides; (12) teacher aides were employed primarily as instructional teacher aides; (13) sick leave with pay was provided for teacher aides; (14) sick leave was allowed to accumulate from one year to the next; (15) group insurance plans were available for teacher aide partisipation.

3. Variation in the teacher aide programs were found to be dependent upon the type(s) of teacher aides utilized (paid or volunteer) and upon the size of the school district. Personnel policies and practices for teacher aides were for the most part nonexistent in districts using only volunteer teacher aides. Furthermore, it was generally found that districts using both paid and volunteer aides reported personnel policies and practices for paid aides but not for volunteer aides.

4. It was conclued that there was general verification of statements made in the literature regarding the lack of established personnel policies and practices for teacher aide personnel in many of the public schools. These statements were true of many of the policies and practices surveyed. The following general conclusions summarize the policies and practices least frequently reported by the school system in relation to the major areas under study.

Recruitment, selection, and induction.--Written policies and practices were lacking in the following areas: established educational requirements for teacher aides; written job description for teacher aides; publicity for teacher aide vacancies; utilization of a testing program of skills and aptitutes as a basis of employment; payment of teacher aid physical examinations

by the school system; written policies for acquainting new teacher aides with job duties and school reules and regulations; a committee or board that screens the teachers and advises the superintendent as to the best qualified to supervise teacher aides; description of the supervisor's responsiblilities to the teacher aide program.

Training.--Pre-service and in-service training other than conferences with supervisors were infrequently reported.

Probation, promotion, and discipline.--The results of this study indicate a lack of policy development and administrative practices in the following areas: probationary periods for new teacher aides; written promotion policy for teacher aides; job performance rating instruments used to rate teacher aide performance; written set of penalties for acts of misconduct of teacher aides; written policy permiting discharged teacher aides to appeal to the board of education.

Records.--Comprehensive teacher aide personnel records in a central location for present and past volunteer teacher aides.

Wage and salary administration.--Wage schedules for each level and type of teacher aide position and wage schedules published and available to all the school's employees were infrequently reported.

RESPONSES TO QUESTION- Please describe below any changes in your teacher aide program that are anticipated in the next two years.

1. Paid may be cut back some because of decline in enrollment.
2. Job descriptions - pay scale
3. Summer school will be the only time we plan to use teacher aides.
4. Changes will be made as needed or as mandated by state requirements.
5. Would like to increase # of paid aides.
6. We are satisfied with the teacher aide program perhaps might add another aide.
7. We will not have teacher aides if our teacher corps program is not renewed. Their use is primarily determined by our teacher corps guidelines.
8. None - unless economic factors cause a reduction in the number.
9. May add more paid aides.
10. KSDE is attempting to organize teacher aides into a recognizable employee group.
11. None - except possible expansion of volunteer aides.
12. We are presently using a teacher aide who is certified. We use her as an aide as well as a substitute teacher. Her aide work is primarily in the library. She is paid $4 per hour and is subject to work where we ant her.
13. Written policies relating to aides.
14. No change.
15. The Board will establish firmer policy direction in the area as a part of a policy revision effort just started. In the next 6 mos. we are implimenting the Senior Citizens Opportunities in Public Education Program (SCOPE) with the help of the Kansas Center for Community Ed. at (K.S.U.).
16. Due to financial pinch will probably loose them.

17. Written policy on in-service. Written policy on discharge.

18. The aides for our regular classroom teachers are all volunteer under the direction of the school principal and a coordinator he has chosen. We hope to enlarge this program.

19. Our enrollment will dictate the number of aides for any given year.

20. Moving to a more formal and structured system.

21. A "hard look" developing more hours of aide time.

22. Program will contiue to grow due to increased enrollment and growth in special education.

23. In-service training.

24. We are presently trying to establish a more standardized "career ladder" concept because each program now has it's own "career ladder" requirements.

25. Study of the special education state mandate to call all special education aides, para-professionals, and to study certification of the so called para-professional.

TEACHER AIDE SURVEY

City_____ School District Number_____

Person Responding_____ Position_____

Note: The items in this questionnaire refer to all nonprofessional (teacher aides) who relieve regular classroom teachers of some nonteaching duties, whether the teacher aides are paid or volunteer their time.

1. During the school year 1978-79, did your school system use any type of teacher aide assistance, paid or volunteer? YES____ NO____

IF THE ANSWER TO ITEM 1 ABOVE IS NO, PLEASE COMPLETE ITEM 2 BELOW AND RETURN THE QUESTIONNAIRE.

ITEM 2 SHOULD BE ANSWERED ONLY BY SCHOOL SYSTEMS WHICH HAD NO TEACHER AIDES IN 1978-79.

2. Do you plan to use teacher aides in 1979-80? (Please check one below)

Yes, paid____ Yes, volunteer____ Yes, paid and volunteer____ NO____

ITEMS 3 THROUGH 38 SHOULD BE ANSWERED ONLY BY SCHOOL SYSTEMS WHERE TEACHER AIDES WERE USED IN 1978-79.

3. Please indicate the salary status of teacher aides. (Please check one)

All aides are paid.....____
All aides are unpaid volunteers.....____
Some aides are paid, some volunteers....____

4. How many paid teacher aides were utilized in your school system? (Please write the number of teacher aides used in each area below)

Volunteer teacher aides_____ Paid teacher aides_____

PLEASE NOTE THAT IN THE NEXT 33 ITEMS, SEPARATE RESPONSE COLUMNS ARE PROVIDED FOR ANSWERS PERTAINING TO PAID TEACHER AIDES AND TO VOLUNTEERS. IF BOTH PAID AND VOLUNTEER TEACHER AIDES WERE USED CHECK BOTH COLUMNS. IF ONE TYPE OF AIDE WAS USED CHECK ONLY THE COLUMN WHICH PERTAINS. ANSWERS PERTAINING TO VOLUNTEERS SHOULD BE MADE IN THE RIGHT HAND COLUMN, ANSWERS PERTAINING TO PAID TEACHER AIDES SHOULD BE MADE IN THE LEFT HAND COLUMN.

5. What are the MINIMUM educational requirements for any teacher aide used in your school system? (Check one below)

	PAID	VOLUNTEER
No specific requirements....		
High school graduation.....		
Less than 4 years college...		
4 years college or more.....		

6. What types of pre-entry training are used with teacher aides in your school system? (Check all that apply)

	PAID	VOLUNTEER
None		
Conferences with supervisors		
Preservice institutes		
Other (please specify)		

7. What types of in-service training are used with teacher aides in your school system? (Check all that apply)

	PAID	VOLUNTEER
None		
Conferences with supervisors		
In-service workshops		
Other (please specify)		

8. What officials in the school system are responsible for administering the teacher aide program? (Check all that apply)

	PAID	VOLUNTEER
None		
Superintendent		
Principal		
Curriculum director		
Other (please specify)		

	PAID		VOLUNTEER	
	YES	NO	YES	NO
9. Does a written job description, containing such items as duties performed, salaries paid, requirements needed, exist for each teacher aide position?				
10. Are notifications of job vacancies for teacher aides reported by media such as newspaper, radio, television or job announcements prior to selection of teacher aide personnel?				
11. Does the school accept applications for employment of teacher aides prior to the existance of a vacancy?				
12. Are all applications made in writing on application forms provided by the school system?				
13. Is a testing program of skills and aptitudes utilized as a basis of employment of teacher aide applicants?				
14. Is a physical examination required of all new teacher aides?				

	PAID		VOLUNTEER	
	YES	NO	YES	NO
15. If physical examinations are required, are they provided at the school's expense?				
16. Are checks of past employment records of applicants for teacher aide positions made by contacting past employers?				
17. Is an interview of prospective teacher aides held by the superintendent or one of his employment officials?				
18. Is the supervising teacher of the position for which an applicant is being considered consulted regarding his opinion of the applicant prior to the recommendation being made for the appointment to the position?				
19. Are all new teacher aides informed in <u>writing</u> of the rules and policies of the school system prior to beginning actual work in the position?				
20. Do new teacher aides serve a probationary period during which time they demonstrate their capabilities for their position? If so, check the number of months constituting the probationary period below.				

Volunteer teacher aides. 1 2 3 4 5 6 7 8 9 10 11 12

Paid teacher aides..... 1 2 3 4 5 6 7 8 9 10 11 12

21. Is there a <u>written</u> policy providing for acquainting new teacher aides with job duties and school rules and regulations?				
22. Is there a <u>written</u> policy providing for pre-entry training of teacher aides?				
23. Does the school system have a <u>written</u> promotion policy for teacher aides?				
24. Is a <u>written</u> job performance rating instrument used by supervisors of teacher aides to rate their performance?				
25. Is the teacher aide's immediate supervisor responsible for recommending that a teacher aide is or is not satisfactory after a specified period of employment?				
26. Does the school provide a periodically scheduled time for discussions between the teacher aide and supervisor on matters of work performance?				
27. Does the school system have a committee or board that screens the teachers and advises the superintendent as to the best qualified to supervise teacher aides?				

	PAID		VOLUNTEER	
	YES	NO	YES	NO
28. Does the school system provide a written description of the supervisor's responsibilities to the teacher aide program?				
29. Is there a written policy providing for in-service training of teacher aides?				
30. Does the school system have a committee to assist in planning and conducting in-service training programs?				
31 Has the board of education established a written set of standard penalties for acts of misconduct by teacher aides?				
32. Are those teacher aides discharged for disciplinary reasons notified in writing by the office of the superintendent of their discharge?				
33. Does the school have a written policy permitting a discharged teacher aide to appeal to the board of education?				
34. Are comprehensive personnel records for teacher aides maintained in a central location?				
35. Does the school system maintain a permanent employment record for teacher aides both past and present?				
36. Are all written personnel practices for teacher aides established by the board of education?				

37. Please describe below any changes in your teacher aide program that are anticipated in the next two years.

38. The space below is for your comments, evaluation, or other remarks which you might wish to make with regard to the teacher aide program in your school system.

IF YOUR SCHOOL SYSTEM UTILIZED ONLY VOLUNTEER TEACHER AIDES YOU HAVE COMPLETED THE QUESTIONNAIRE. PLEASE RETURN THE QUESTIONNAIRE IN THE ENVELOPE PROVIDED. IF YOUR SCHOOL SYSTEM UTILIZED PAID TEACHER AIDES, PLEASE COMPLETE THE REMAINING QUESTIONS AND RETURN THE QUESTIONNAIRE.

39. In your school system how many teacher aides are paid by the following rates of pay? (Please write the NUMBER of aides in each category)

monthly or weekly rate of pay....._____

daily rate of pay....._____

hourly rate of pay....._____

40. What is the MINIMUM and MAXIMUM pay for each teacher aide pay rate used in your school system?

	Minimum	Maximum
monthly rate of pay.....	$_____	$_____
daily rate of pay.....	$_____	$_____
hourly rate of pay.....	$_____	$_____

41. How are expenses of your teacher aide program met? Please estimate the percentage of the total expenses funded from these sources.

Public school funds....._____

Elementary and Secondary Education Act....._____

Foundation Grants....._____

Other (please specify)....._____

42. Aides are employed by your system primarily as:

	Number of Aides	Hours Per Day	Days Per Year
Instructional Aides..			
Clerical Aides.....			
Library Clerks.....			
Study Hall Aides.....			

43. Have wage schedules been formulated for each level and type of teacher aide position? YES____ NO____

44. Does the school system have a written policy of differential pay scales in which salaries vary according to duties and responsibilities performed? YES____ NO____

45. Are wage schedules published and available for all school system employees? YES____ NO____

46. Are periodic surveys made of the prevailing wages paid by business, industry, and other public services in your community for the purpose of adjusting wage rates of teacher aides? YES____ NO____

47. Is sick leave with pay provided for teacher aides? If the answer is NO skip to ITEM 52. YES____ NO____

48. How many days of sick leave are allowed each year after one year of service? (Please check one below)

Less than 3 days_____ 3-6 days_____ more than 6 days_____

49. If sick leave with pay is granted, is length of service a factor in determining the number of days per year granted to teacher aides? YES____ NO____

50. Is unused sick leave allowed to accumulate from one year to the next? YES____ NO____

51. If allowed to accumulate, what is the MAXIMUM allowance for sick leave accumulation? (Please check one below)

1-5 days_____ 6-10 days_____ 11-15 days_____ over 15 days_____

52. Is there a written policy providing for teacher aide participation in group insurance plans? YES____ NO____

53. What types of group insurance are made available by the school system for teacher aide participation? (Check all that apply)

None_____ hospitalization_____ major medical_____ accident_____

54. What types of insurance does the school system assume all of the cost of the policy for teacher aides? (Check all that apply)

Life____ hospitalization_____ major medical_____ accident_____

55. What types of insurance does the school system assume a part of the cost of the policy for teacher aides? (Check all that apply)

Life_____ hospitalization_____ major medical_____ accident_____

Other (please specify)_____

56. Does the school system provide other fringe benefit programs for teacher aides? If so please specify below. YES____ NO____

THANK YOU FOR YOUR COOPERATION AND PARTICIPATION IN THIS SURVEY.
PLEASE RETURN THE QUESTIONNAIRE IN THE ENVELOPE PROVIDED.